

# PAWNEE HIGH SCHOOL



**Student Handbook  
2010-2011**

# Table of Contents

Absences .....	6	Harassment.....	15
Academic Integrity.....	22	Hazardous Transportation Reimbursements .....	31
Academic Sanctions for Non-Attendance.....	8	Hazing .....	15
Acceptable Use of Technology .....	13	Head Lice .....	25
Accrediting Agencies.....	1	Homework Completion .....	19
Admission .....	19	Honor Roll.....	21
Advertisements, Notes, Bulletin Board Use .....	31	Instruction -School Day.....	5
Aggressive Behavior.....	14	Insurance .....	31
Alternate Educational Setting.....	16	Leaving Campus .....	17
Asbestos Management .....	32	Locks & Lockers.....	29
Assemblies .....	31	Lunch Policy .....	30
Attendance.....	6	Medication - Self Administration.....	25
Book Bags, Hand Bags, Purses .....	17	Misconduct.....	11
Book Rental .....	29	Misconduct, Corrective Measures .....	11
Building Use, After Hours .....	29	Mission Statement .....	1
Bullying.....	14	National Honor Society.....	23
CACC.....	22	Organization .....	1
Cafeteria Conduct .....	18	Parent Guidelines for Addressing Concerns .....	3
Car Use .....	27	Parents' Responsibilities .....	2
Child Abuse Reporting .....	32	Parents' Right to Know.....	3
Chronic Truancy .....	8	Passing Time .....	31
Class Rank.....	21	Personal Conduct .....	28
Class Standing.....	21	Pesticide Treatment .....	32
Classroom Detentions .....	9	Physical Activity Exemption.....	29
College/Career Day .....	19	Physical Education.....	29
Computer User Guidelines.....	13	Prairie State Achievement Exam.....	22
Conferences .....	24	Principal's Duties & Authority.....	2
Correspondence Evening, & Alternative Courses .....	22	Progress Reports .....	24
Corporal Punishment.....	11	Property/Vandalism .....	28
Credit Requirements .....	20	Records: Physical, Birth, Dental.....	4
Crisis Prevention.....	15	Records: Regulations.....	4
Definition of Terms .....	9	Removal from Classroom .....	10
Detention, Saturday.....	15	School District Philosophy.....	1
Detention System.....	15	Search & Seizure .....	13
Disciplinary Code.....	11	Semester Exams.....	23
Dress Code.....	17	Senior Pictures .....	31
Driver Education.....	20	Sign-out Procedure .....	8
Equal Opportunities Statement.....	1	Skip Day .....	19
Expulsion.....	16	Smoking & Tobacco .....	13
Extra-Curricular Activities .....	32	Special Education Services .....	5
Family Educational Rights (FERPA).....	4	Students Rights, Responsibilities .....	3
Fee Schedule .....	30	Student Services.....	24
Field Trips.....	17	Subject, Dropping .....	20
Fire & Disaster Drills & Procedures .....	32	Suspension .....	16
Fund Raising .....	31	Tardiness.....	16
Gang Activity .....	15	Teachers' Duties & Authority.....	2
Grade Point Determinates .....	21	Telephone/Cell phone Use .....	28
Grade School Building/Playground .....	28	Transportation.....	27
Grades.....	21	Trips & Vacations .....	8
Graduation, Early .....	21	Truancy.....	7
Graduation, Requirements.....	20	Valedictorian/Salutatorian Awards.....	23
Gym Use.....	29	Vision Screening .....	25
Hall Passes.....	8	Visitors .....	1
Handbook Review .....	1		

## **FORWARD**

The purpose of this booklet is to provide information about Pawnee High School. More information can be found on the school district Internet web site. The web address is [www.pawneeschools.com](http://www.pawneeschools.com).

## **HANDBOOK REVIEW**

This handbook was reviewed by a handbook review committee. This committee was made up of students, parents, teachers, administrators, and board members. The handbook review committee recommendations were approved by the Board of Education at the June 17, 2010, school board meeting. The provisions in this handbook are not to be considered as irrevocable, contractual commitments between the school and the student. Rather, the provisions reflect the current statutes of rules, practices, and procedures as currently practiced and are subject to change without prior notification. Board policies are available to the public at the school district office. Board policies and the handbook may be changed during the school year without notice.

## **SCHOOL DISTRICT PHILOSOPHY**

Pawnee School District, in active partnership with parents and community, will promote excellence in a caring environment in which all students can learn and grow. This partnership shall empower all students to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff.

## **MISSION STATEMENT**

Pawnee School District, with cooperation of the community, parents, and students, will create a community of empowered learners in an atmosphere of mutual respect and trust.

## **ORGANIZATION**

Pawnee High School is the secondary school of the Community Unit School District # 11.

The Board of Education is the governing body elected by the people of District #11. They determine the specific policies and procedures of management of the unit schools. The Superintendent is the administrative head of the unit schools under the

authority of the Board of Education. The Principal is the supervisory head of the high school, subordinate to the Superintendent and the Board of Education.

## **ACCREDITING AGENCIES**

Pawnee High School is part of a system of public education, the basic foundation of which is determined by the Illinois State Board of Education and is properly accredited by the North Central Association of Secondary Schools and Colleges.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Pawnee High School insures equal educational opportunities for all, regardless of race, sex, color, national origin, religion, age, or disability.

Any students having reason to believe they have been discriminated against because of a disability should contact the Superintendent, who is the Disabilities Coordinator.

Any students or employees having reason to believe they have experienced discrimination in the school on the basis of gender should present the grievance first to the Superintendent.

Any other grievance should first be addressed to the teacher involved, or, failing resolution at that level, be taken to the Principal's office.

## **ALL VISITORS**

The school doors will be locked after 8:15 a.m. each day and will remain locked throughout the school day. To enter the high school, visitors must buzz in at the doors located by the high school office. Visitors will be monitored on an audio/video screen and may be allowed to enter after responding to a staff member.

Any visitor to Pawnee High School should report to the office when entering the building. If permission to be in the building is granted, the visitor must sign in and a visitor pass will be completed and given to the visitor. A visitor is anyone who is not a student or an employee of the school district. Visitors may not attend classes nor visit with a student during the school day without permission from the Principal.

## **DUTIES AND AUTHORITY OF PRINCIPAL**

The Principal has the responsibility for discipline in her school and for setting a proper climate for good school control for teachers and students. (School Board Policy 7:140)

The Principal has the responsibility of informing students of rules and regulations applicable to them and of such changes as are made from time to time. This duty may be delegated to the staff. Copies of rules and regulations shall be made available to parents.

The Principal has the responsibility for the maintenance of a record of serious and chronic disciplinary problems. The Principal has the responsibility and authority to utilize agencies and services within the school, the school system, and through established community agencies, in dealing with discipline and behavior problems. This may include the student's teachers, guidance staff, social worker, and other administrators.

The Principal or her designee has the authority to:

1. Deny certain privileges to students.
2. Assign other appropriate measures to remedy the action.
3. Use such reasonable and legal measures as may be necessary to maintain control within the classroom, the school building, on school property, and at extra-curricular school related events either on or off the campus.
4. Impose suspension of students for failure to comply with school regulations.
5. Recommend to the Superintendent of Schools and the Board of Education, building exclusion or expulsion of student.

## **DUTIES AND AUTHORITY OF TEACHERS**

The teacher should always maintain a classroom environment conducive to an effective learning situation. Teachers are to set the example in compliance with the rules.

The teacher should vary classroom activities including discussion, presentation, independent study, and group study. Students should know the basis upon which their work is evaluated and the reasons for receiving grades.

Consistency in classroom demands and moderate emotional climate in the classroom should be used. Steady, reasonable requirements in relationships with students should be maintained.

Teachers should hold themselves to the same standard of promptness and attention to the rules of the school that are expected of students. Part of the teachers' unscheduled time should be used to work with students.

Teachers should be conscientious in abiding by the decisions honestly reached by the faculty even though they may have been in the minority in their personal convictions.

During the first week in each semester, teachers shall explain their class procedures, grading system, and expectations to students.

Teachers should constantly be aware of the numerous factors which motivate students to learn. They should recognize the various value systems which young people may bring to school from their home and community environments.

Teachers should frequently check themselves as to the justice of their dealings with all students, taking time to reflect upon possible decisions which may have been made hastily, or under stress of fatigue.

Teachers should accept their school administrators as fellow workers in a common task, realizing that each has a specialized assignment with distinctive responsibilities.

Teachers should be fully aware of all school regulations and help to interpret them to students and parents. Teachers should strive to enforce and recognize uniformity in interpreting school rules and regulations.

## **RESPONSIBILITIES OF PARENTS**

Parents should be aware that good discipline originates in the home. It is the parents' obligation, by teaching and example, to develop in the child good habits of behavior as well as proper attitudes toward the school.

Parents should be fully aware of all school rules and interpret them to their children. Parents are responsible for knowing the student's obligation in attending school. In this respect, it should be emphasized that school is not only a right, but a privilege which can be taken away by Board of Education action.

Parents are urged to keep in contact with the school regarding any disciplinary action taken toward their students. Parents should safeguard the physical and mental health of the child.

Parents should work with the school in carrying out recommendations made in the interest of the child. Parents should encourage and guide wholesome friendships, interests, and activities.

### **PARENTS RIGHT TO KNOW**

The No Child Left Behind Act allows parents to ask for information regarding the professional qualifications of any teacher instructing their child. Information available includes the following: State certification requirements, degree(s) earned, subject areas of certification, and use of paraprofessionals along with their qualifications. If there are any questions or additional information is needed, please feel free to contact the Pawnee School District office at 625-2471.

### **PARENT GUIDELINES FOR ADDRESSING CONCERNS**

Parents should communicate any concerns in a timely manner. Parents should use the following process to address those concerns:

1. Contact the teacher/coach to discuss the issue.
2. If the issue is not resolved after contacting the teacher/coach, the parents may appeal by contacting the Building Principal.
3. If the issue is not resolved after contacting the Building Principal, the parents may appeal to the district superintendent.
4. If the issue is not resolved after contacting the district superintendent, the parents may bring the issue to the school board. Parents must inform the superintendent of their request to meet with the school board at least 48 hours before the next scheduled

board meeting. Regular board meetings are scheduled for the third Thursday of each month (unless otherwise posted).

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **A. Citizenship responsibilities**

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law which apply to the conduct of students.
2. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. Students' conduct shall reflect consideration of the rights and privileges of others.
3. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.
4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

### **B. Rights**

1. To attend school.
2. To express his or her opinion verbally or in writing, in an appropriate manner.
3. To expect that the school be a safe place for all students to gain an education.
4. To be represented, when appropriate, by an active student government selected by free school elections.

### **C. Responsibilities.**

1. To become informed of and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students, teachers, staff, and school administrators.

3. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience, misconduct, or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.

### **RECORDS: PHYSICAL, BIRTH, DENTAL**

All pupils NEW to Pawnee Community Unit District # 11 are required to present proof of date and place of birth (sealed, certified birth certificate), parent's or guardian's name and address, and a certificate showing medical and dental examinations have been completed by a doctor and a dentist, as required by State Law. The deadline to submit health records is the first (1<sup>st</sup>) full day of school. Failure to comply with this requirement shall require the child to be dropped from all classes until such time as requirements shall be met.

Out of state transfer students, even with a physical within the last year, must have an Illinois physical. School physicals are required for all students entering 9<sup>th</sup> grade. Immunizations are required to be up to date and current for all grade levels. A complete list of immunization requirements is available from the school nurse. Sport physicals are required prior to participating in all sports, including practice. All records must be on file with the school nurse by the first student attendance day.

### **RECORDS: REGULATIONS**

Pawnee High School follows rules and regulations governing the release of school student records based on the Illinois School Student Record Act of 1975, the Federal Education Right to Privacy Act, and Board Policy 7:340. These rules concern the Student Permanent Record, the Student Temporary

Record, and how this information will be handled, released, or challenged. Questions concerning student records should be directed to the school office. A copy of the Board Policy regarding access of student records may be obtained from the school office. Students' names, addresses, and telephone numbers are made available to military recruiters and institutions of higher education as mandated by The No Child Left Behind Act (NCLB). However, students and parents may opt out so that such information is not released without their prior consent.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### Family Policy Compliance Office (FPCO)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents must notify the appropriate school officials if they do not want their child's information included in directory information. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887. Or you may contact FPCO at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **SPECIAL EDUCATION PROGRAMS AND SERVICES**

State and Federal legislation requires a free and appropriate education for all children with disabilities between the ages of 3 and 21. To meet these requirements, Pawnee School District, in cooperation with the Sangamon Area Special Education District, provides special education programs and services.

Programs and services are designed to meet the needs of students who have disabilities which adversely affect their success in a preschool or regular classroom setting.

Parents, teachers, or other concerned individuals may make referrals. After a comprehensive diagnostic evaluation, a committee of educational personnel determines the child's eligibility for programs and services.

When a child is eligible for special education, an Individual Education Program (IEP) is written which sets goals and recommends services specific to the child's unique needs. Parent/guardian consent is required prior to the evaluation and for special education placement. Parent participation is encouraged at every step in the process.

Special Education referral forms may be obtained from the Building Principal. Also available upon request are the complete "Explanation of Procedural Safeguards to Parents of Children with Disabilities" and ISBE Regulations governing special education.

The following is a brief description of special education programs and services:

- \* Supportive Resource Services (SRS) - Limited instruction for less than 50% of the school day.
- \* Supportive Resource Classroom (SRC) - Intensive instruction for more than 50% of the school day.
- \* Early Childhood Program (ECP) - for children ages 3-5.
- \* Community Based Education (CBE) - Classes for children with severe and profound disabilities.
- \* Behavior Needs Program - Self-contained classes and itinerant and consultative services.

Additional services provided through Sangamon Area Special Education District include: Child Find Services, School Social Work Services, School Psychological Services, Psychiatric Diagnostic Services, Vocational Education Services, Physical and Occupational Therapy, Orientation and Mobility Training, and Audiological Services.

## **INSTRUCTION - SCHOOL DAY**

Pupils shall arrive at the school between 8:00 - 8:15 a.m. except as follows:

1. When earlier arrival is made necessary because of bus schedules.

2. When pupils are requested to come earlier for participation in school activities or disciplinary action.
3. When the student elects to eat breakfast, the student may be in the cafeteria during serving hours (7:40 a.m. - 8:10 a.m.).

2. Student name
3. The reason for absence
4. Parent signature (parent should write entire note)

Students must be on time for every class and must be prepared for class at all times by the time class begins. Students must have the textbook, completed assignments, notebook paper, writing utensils, assignment book, and any other necessary class materials.

All students returning from doctor, dentist, ortho, etc. appointments must bring with them a slip provided by the doctor's office and present it to the office staff upon their return.

Pupils will not be permitted to leave the school at any time before the regular closing hour, except as follows:

If a student is not in attendance by 12:00 noon (11:00 a.m. on 2:00 p.m. dismissals) on the day of a school-related function, he/she will not be allowed to be a participant and/or spectator of an extra-curricular activity that day. If the absence occurs on a Friday, participation in a contest scheduled for a weekend or vacation period may be allowed with the consent of the Principal or her designee. Attendance at weekend extra-curricular activities after being absent on Friday is not allowed unless preapproved by the Principal.

1. When permission has been granted by the school office at the request of the parent or guardian. The student must sign out in the office.
2. When pursuing an approved schedule of school activities which shall be recognized as requiring the pupil to leave the grounds (i.e.: field trip).

An unexcused tardy will be applied to students who are late to class because they did not allow enough time to take care of their office business.

### **ATTENDANCE**

If it is necessary to be absent from school, a parent must call the school between 7:30 a.m. and 10:00 a.m. to verify each day absent. Phone messages may be left via voice mail before 7:30 a.m.

Please do not expect the intended absence to be excused if it is an activity that could be done on non-school time. The Principal must retain the right to make that judgment. In addition, it will be helpful if parents would make every effort possible to schedule doctor and dental appointments at a time when school is not meeting or on days when school is not in session. Students may be required to produce written confirmation from a doctor, counselor, dentist, orthodontist, etc.

The Illinois State Board of Education mandates that the school office calculate a student's daily attendance based on the following: Full-day attendance = 300 minutes or more; Half-day absence = 69 - 218 minutes; Full-day absence = 219 minutes or more; Tardies = Unexcused for first 15 minutes of the period.

Students who are absent during the school day shall not be in attendance at school related functions on the date of non-attendance. This shall pertain to participants and/or spectators of an extra-curricular activity. The Principal will make judgment on an absence as a result of an unavoidable accident and/or emergency-type situation in regards to this matter.

A student who reports to school after an absence without a parent/guardian calling to excuse him/her, should bring an excused note to the office before going to their first class. If no excuse is forthcoming, the student will be "unexcused." All students unexcused will be listed on the morning announcements. Therefore, the teacher will know that the student did not have a valid excuse for his/her absence. The excuse a student brings in to verify the reason for absence must have four (4) items on it, as follows:

**ABSENCE FROM SCHOOL FOR GRADES 9-12**  
In order to clarify how various types of absences will be marked in the office upon a student's return, the following guidelines have been established as school policy: The Principal determines whether a student is excused or unexcused, not the parent.

1. The date

## **CATEGORY I - Excused Absences**

1. Illness - Three (3) consecutive days or more will require a medical report (may be faxed) from the treating physician. A verbal or written excuse from the treating physician is required within 2 days of return to school.
2. Family member's funeral\*
3. Visits to college, job interviewing, or armed services testing when pre-arranged with the counselor (one day will be allowed as a Junior for college visits, a total of two days will be allowed as a Senior for any of the preceding reasons.)\*
4. Medical, dental, or eye doctor appointments when prior notice is given to the office\*
5. Unavoidable accident or emergency
6. Trips on school business
7. Driver licensing exams ( $\frac{1}{2}$  day limit); prior notice is required.\*
8. Family trip - with written notice three (3) school days in advance of departure day\*
9. Church-sponsored trips - with notice three (3) school days in advance\*
10. Observance of a religious holiday - with notice three (3) school days in advance\*
11. Court appearance (when a student must appear for someone else); prior notice is required.\*
12. Out-of-school suspensions (Students may make up missed quizzes and tests for credit. Homework may be made up for up to 50% credit. Homework, quizzes, and tests must be made up by the time the class meets again.)
13. Additional circumstances with prior permission from Principal

\* = Students must obtain homework assignments before their scheduled trip / absence or they will not be allowed to make up the work. For more details, see the Homework Completion section of the Handbook.

When returning to school from any such absence, as listed in the "Excused" statement, and with no prior

notice from their parent/guardian, students must present a written statement from their parent/guardian to the Principal's office stating the reason for their absence. Without prior notice or a written statement from their parent/guardian, the absence will be considered unexcused. Excused absences will be listed in the morning announcements for the previous day. For example, if students are excused on Monday, they will be listed on Tuesday's announcements.

## **CATEGORY II - Unexcused Absence (will receive a 'zero' in all classes)**

1. Working
2. Overslept
3. Home studying
4. Family trip with inadequate notice
5. Shopping; e.g.: renting or returning tax
6. Getting haircut or having hair fixed
7. Banking or any business related to trip of private nature
8. Car trouble, getting car fixed
9. Late from lunch
10. Appointment not specified by parent or approved by office
11. All unspecified excuses or notes: "had my permission," "problem," "emergency," "our business," etc.
12. "Take Your Child to Work Day"- do this in the summer or during school holidays, etc.
13. Hunting
14. Illness beyond three (3) consecutive days - excuse from treating physician is required.
15. Court Appearance (when student must appear for himself/herself)
16. Any routine medical, dental, eye, or other appointments taken during PSAE testing.
17. Family trips taken during PSAE testing.
18. Any absence which exceeds the 10 day allowable limit and is not excused by a doctor's note.

**NOTE:** Parents must call the school office between 7:30 and 10:00 a.m. to inform the school if their child will not be in attendance that day. Phone messages may be left via voice mail before 7:30 a.m.

## **TRUANCY**

Students who "skip" or who miss all or any part of a school day without parent or school consent will make

up the time truant from school in the following manner:

1. 1<sup>st</sup> offense will result in a Saturday Detention.
2. 2<sup>nd</sup> offense will result in two (2) Saturday detentions.
3. 3<sup>rd</sup> offense will result in a 3-day out-of-school suspension.
4. 4<sup>th</sup> offense will result in a 5-day out-of-school suspension.
5. 5<sup>th</sup> offense will result in a 10-day out-of-school suspension.

**NOTE:** STUDENTS WILL RECEIVE A ZERO (0) FOR WORK MISSED DURING THE TRUANCY AND WORK CANNOT BE MADE UP FOR CREDIT.

### **CHRONIC TRUANCY**

The state board defines chronic truancy as missing 18 or more days of the previous 180 regular attendance days. The school has the right and responsibility to report such truancy to the Sangamon County Truant Officer and/or local police. Parents, by law, must see that their minor children attend school under the Compulsory Education Law.

### **EXTENDED TRIPS OR VACATIONS WHILE SCHOOL IS IN SESSION**

The Board discourages vacations (family vacation, hunting trips, etc.) while school is in progress, since it is generally felt that there can be no substitute for regular school attendance. However, recognizing that by necessity some family trips will take place while school is in progress, the following guidelines must be followed.

To receive an excused absence, the following procedure will be followed:

1. The student must be with his/her parent or guardian.
2. The parent or guardian must notify the Building Principal in writing at least three (3) school days before the date of departure.
3. The student must obtain a permission slip from the Building Principal at the time of parent contact.
4. The "Permission Slip" must be signed by each of the student's teachers indicating that the student has made arrangements for completing all necessary assignments missed while absent from classes.

5. Prior to departure, the permission slip must be returned to the building Principal for final approval.

### **ACADEMIC SANCTIONS FOR NON-ATTENDANCE**

Section 10-20.9 of the *Illinois School Code* reserves to teachers the right to determine grades of students based upon their professional judgment, albeit within the grading policies of the district. Class participation points cannot be awarded to a student not present.

1. Any absence from a class more than ten (10) times will require a medical note to be excused. An excuse from the treating physician is required within two (2) days of return to school.
2. All absences will count toward the cumulative total except the following:
  - a. approved school field trips
  - b. necessary extra-curricular activities
3. A student who is absent ten (10) consecutive school days without valid reason and without parental contact may be dropped as a student of Pawnee High School.

### **SIGN OUT PROCEDURE**

Students who must leave the school for any reason during the day, after having once arrived on the grounds, must notify the office. The reason for leaving must be verified by a parent or guardian. Failure to notify the office will result in disciplinary action. Students arriving at school after classes have started are to report to the office so that the office staff may verify the time of arrival and update the master attendance form.

Students who report to the office ill will be directed to the nurse's office. The nurse makes the decision on whether the student is to return to class, rest in the nurse's office, or be sent home. All students who become ill must have a signed hall pass to be admitted to the Nurse's office. At no time will students be permitted to go directly to the Nurse without a pass from a teacher.

### **HALL PASSES**

All students will use their assignment book as their pass to the nurse, bathroom, office, their locker, to

see another teacher, etc. Students are not to be in the hallway without their assignment book during class time or homeroom. At the discretion of the administration, other passes may be used.

Students who fail to bring their assignment book with them to class or homeroom will not be allowed to leave class. The time and destination should be written on the appropriate date with the teacher signature.

In some situations, the teacher may have to use an alternative pass. In this case, the student's name, along with the date, departure time and destination should be written on the appropriate alternative pass form with the teacher's signature. Students in the hallway without their assignment book or signed alternative pass will be subject to disciplinary action.

### DEFINITION OF TERMS

1. **MAINTENANCE OF DISCIPLINE** - from section 24-24 of the State of Illinois School Code. "Teachers and other certified educational employees shall maintain discipline in the schools. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians."
2. **SUSPENSION** - means the temporary exclusion of a pupil from a classroom or from a school building. Section 10-22.6 of the School Code indicates that the Board has the power "to suspend or by regulation to authorize the Superintendent of the district or the Principal of any school to suspend pupils guilty of gross disobedience or misconduct for a period not to exceed 10 days."
3. **EXPULSION** - means the permanent exclusion of a pupil from the public school of the district. Section 10-22.6 of the school code reads, "To expel pupils guilty of gross disobedience of misconduct, and no action shall lie against them for such expulsion. Expulsion shall take place only after the

parents have been requested to appear at a meeting of the Board to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. The Board, at such meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective."

4. **REMOVAL FROM A CLASS** - results from some disobedience, which the teacher has defined as disruptive, immoral, or disturbing to an adequate learning atmosphere in the classroom. The teacher and administrator shall confer as soon as possible regarding removal from class.
5. **DETENTION** - is a set amount of time to be made up before or after school for students who have misbehaved in class. Detention may be imposed by either the administrators or teachers. Keeping bus students after school should be arranged ahead of time, to allow the students an opportunity to make arrangements for staying. The student should report to the teacher's room, or assigned detention room as soon as possible after school.
6. **SATURDAY DETENTION** - is a disciplinary measure assigned by administrators only and is served from 8:00 a.m. - 1:00 p.m. on the assigned Saturday.
7. **TRUANCY** - refers to any absence without the consent or knowledge of the parents or not approved by the school.
8. **TARDINESS** - refers to students who are late to school or classes. A student must be in his/her seat by the time the bell stops ringing.
9. **INSUBORDINATION**- an act of being disobedient and/or refusing to obey a school employee. A school employee is anyone hired or approved by the board of education to work at Pawnee C.U.S.D. # 11. An act of insubordination will lead to disciplinary action by the teacher or administrator.

### CLASSROOM DETENTIONS

Minor misbehavior that is not serious enough to warrant office behavior referral is considered a classroom detention issued by a teacher and served with a teacher in detention hall. Classroom

detentions are to be at least 15 minutes and no more than one hour in length.

Detentions shall be served in detention hall on the designated day(s) of the week. Detention hall will be 30 minutes in length (3:20 - 3:50) and will be supervised by teachers on a rotating basis. Alternative detention time must be approved by the assigning teacher and administrator. A student who is late or fails to show for detention hall will be issued an additional classroom detention and will then have two (2) detentions to serve. The teacher will assign two dates for the student in detention hall. If a student fails to serve one of these dates, the teacher will complete a disciplinary referral form for the Principal.

Every two (2) skipped detentions will result in a Saturday detention issued by the Principal. It is the responsibility of the student to check the date of his/her detention.

A disciplinary referral will be reported in the detention log book to be added as a cumulative detention.

Each teacher will report classroom detentions in the detention log book within one school day of the infraction. After three (3) detentions with the same teacher, a meeting will take place with the teacher, student, and principal. The following classroom detentions accumulate for all teachers the entire year:

- 1<sup>st</sup> classroom detention - The teacher will notify the parent/guardian by phone.
- 2<sup>nd</sup> classroom detention - The teacher will notify the parent/guardian by phone.
- 3<sup>rd</sup> classroom detention - The teacher will notify the parent/guardian by phone. At any point after the 3<sup>rd</sup> detention, the Principal has the option to implement a behavior plan.
- 4<sup>th</sup> classroom detention - The teacher will notify the parent/guardian by phone. The teacher will write a behavior referral to the Principal. (minimum one Saturday detention plus serving of 4<sup>th</sup> detention)
- 5<sup>th</sup> classroom detention - The teacher will notify the parent/guardian by phone. The teacher will write a behavior referral to the Principal. (minimum two Saturday detentions plus serving of 5<sup>th</sup> detention)

6<sup>th</sup> classroom detention - The teacher will notify the parent/guardian by phone. The teacher will write a behavior referral to the Principal. (minimum all extra privileges taken away for rest of the year, such as reward field trips and attending after school events, plus serving of 6<sup>th</sup> detention)

7<sup>th</sup> classroom detention - The teacher will notify the parent/guardian by phone. The teacher will write a behavior referral to the Principal (minimum one day in-school or out-of school suspension and serving of 7<sup>th</sup> detention)

Each detention after this will result in a minimum of the same consequence as the seventh classroom detention. Any student who accumulates six classroom detentions in one class may be removed from the class, receive an F for the class, and may be assigned to community service for the school.

### **REMOVAL FROM CLASSROOM**

Standards and procedures which provide the removal of a student by a teacher from the classroom for disruptive behavior and which provide due process to students shall be established and maintained by the School Board.

The standards and procedures shall ensure the following:

1. The District's definition of disruptive behavior.
2. The teacher's expectations for student behavior are fair, reasonable, within the District's guidelines, and are known by the student.
3. The student knows the consequences of violation of the teacher's expectations for student behavior.
4. Disruptive behavior by the student shall lead to the development, by the teacher and the student, of a plan to prevent future disruptive behavior.
5. Continued disruptive behavior by the student shall cause the involvement of parents/guardians and additional appropriate staff, as well as the teacher and student, in the development of a remedial plan.
6. The written remedial plan shall be filed by the teacher with the administration and shall serve as a warning that the student, upon violation of the plan, shall be removed from the classroom.
7. Appropriate personnel shall listen to the student and shall provide due process for the student,

should the student be removed from the classroom.

8. Disruptive behavior by a student which could cause harm to him/herself, other students or the teacher shall be cause for immediate removal from the classroom.

### **CORPORAL PUNISHMENT**

In accordance with State Law and District Policy, corporal punishment is not permitted.

### **DISCIPLINARY CODE**

Ideally, discipline is handled in the classroom; however, when the acts of misconduct warrant additional corrective measures, the student will be sent to the Principal for additional discipline.

A uniform discipline code has been established for all students enrolled in Pawnee public schools. It is expected that this code shall be followed and enforced in the same spirit and manner throughout the school system. Staff members shall consider all mitigating circumstances prior to disciplinary action and ensure that the most appropriate action is taken in each particular instance.

Grounds for disciplinary action apply whenever the student's conduct is in school or at school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or time when a school group is using the school;
2. Off school grounds at a school-sponsored activity, or event, or any activity which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or intimidation of a staff member, or an interference with school purposes or a function.

### **CORRECTIVE MEASURES FOR MISCONDUCT**

The Pawnee Board of Education indicates that suspension and expulsion may be utilized when other means of correction have not produced positive results or where retention in class or school would be detrimental to general welfare.

It is generally agreed that serious or repeated incidents of student misbehavior should be discussed in conferences: teacher / student, teacher / parent / student, teacher / administrator, and student / parent / administrator. The desired goal of these conferences will be to solve problems, clarify situations, resolve differences, and hopefully forestall serious disciplinary action through the mutual attention of parents and school personnel.

In actual practice, the following procedures will be followed, although not necessarily in the order listed, or in their entirety. The administrator or her representative must use judgment in all areas, weighing the nature and severity of the misbehavior, and the attitude of the offender. These penalties are applicable at school and at all school-sponsored activities.

### **MISCONDUCT**

For the purposes of clarity and standardization, acts of misconduct have been classified into three groups as follows:

#### **Group 1**

- 1-1 Disruptive Behavior (Conduct and/or behavior which distracts from the normal educational procedure at school; i.e.: note passing, talking, paper throwing, etc.)
- 1-2 Abusive, bad language
- 1-3 Non-defiant failure to complete assignments or carry out directions
- 1-4 Nuisance items brought to school or extra-curricular events
- 1-5 Classroom disturbance
- 1-6 Public display of affection
- 1-7 Possession or use of food, soda, or candy outside the cafeteria without permission.

#### **Group 2**

- 2-1 Careless Driving
- 2-2 Skipping class, even though remaining in the building or on the school grounds
- 2-3 Willful insubordination/defiance of authority, rules and regulations
- 2-4 False alarm
- 2-5 Vulgar language or gestures to any others
- 2-6 Unauthorized use of tobacco
- 2-7 Cheating
- 2-8 Possession of beepers, pagers, iPods, Discman (or other personal music device), Gameboys, any handheld electronic device, laser pointers

and other electronic devices. Items will be confiscated and appropriate discipline will be warranted. The parent/guardian may claim the confiscated item in the office at the end of the day. The 1<sup>st</sup> offense will result in a 30 minute detention. The 2<sup>nd</sup> offense will result in a one day in-school suspension. The 3<sup>rd</sup> offense will result in a Saturday detention. The 4<sup>th</sup> and any subsequent offenses will result in one or more out-of-school suspensions. Cell phones must be stored in students' lockers between 8:15 a.m. and 3:15 p.m. Cell phones may not be used at any time between 8:15 a.m. and 3:15 p.m. Possession of electronic items may be allowed on field trips with the permission of the field trip sponsor.

2-9 Gang Activity (Board Policy 7:190)

**Group 3**

- 3-1 Reckless driving
- 3-2 Aggressive physical contact (such as striking another student), provoked or unprovoked
- 3-3 Vandalism
- 3-4 Defacing or damaging school property by writing, scratching, carving, smashing, etc.
- 3-5 Stealing
- 3-6 Possession of stolen property
- 3-7 Possession or use of unauthorized substances and paraphernalia (drug, alcohol, inhalants, look-a-likes)
- 3-8 Furnishing or selling unauthorized substances and paraphernalia (drug, alcohol, inhalants, look-a-likes)
- 3-9 Possession of a firearm or other harmful weapon (including pepper spray) or object that constitutes bodily harm
- 3-10 Arson
- 3-11 Violent and/or extreme behavior (aggressive behavior)
- 3-12 Bomb threat
- 3-13 Sexual harassment/Student to Student harassment (Board Policy 500.30)
- 3-14 Possession of explicit pornographic material
- 3-15 Threats
- 3-16 Breaking and entry of school or district property
- 3-17 Bullying

**NOTE:** Repeated and/or habitual offenses in one group will eventually be dealt with at a higher group level.

The following actions are options available to teachers and administrators:

1. Verbal reprimands
2. Detention (including Saturdays)
3. Special assignment
4. Counseling
5. Withdrawal of privileges
6. Parent conference
7. Behavioral contract/plan
8. Removal from classroom (extended)
9. Suspension
  - a. In-school
  - b. Out-of-school
10. Confiscation
11. Notification of law enforcement officials
12. Recommend Expulsion

**Group 1 Acts of Misconduct** are subject to the most appropriate action from #s 1-7 unless the conduct is repeated and/or habitual, in which case, any one or more of the above described discipline options, including out-of-school suspension or expulsion may be warranted.

**Group 2 Acts of Misconduct** are subject to the most appropriate action from #s 1-11. Repeated and/or habitual misconduct may warrant implementation of any one or more of the above described discipline options, including out-of-school suspension or expulsion.

**Group 3 Acts of Misconduct** are subject to all of the above listed options, including out-of-school suspension and expulsion. With respect to expulsions for possession of a firearm, explosive, or a device releasing a projectile that can cause severe bodily harm, said expulsion may be for 360 school days within the discretion of the Board of Education provided such period for expulsion is approved by law or statute. In any case, said expulsion shall be for 180 school days unless special circumstances as determined by the Board of Education would indicate that expulsion should be for less than 180 school days.

In general practice, every effort will be made by teachers and administrators to assure that the option chosen is appropriate for the misbehavior and that the student is aware of the relationship between the misconduct and the action taken.

Specific procedural safeguards are in place for the following actions taken by administrators and/or teachers (removal from classroom, suspension & expulsion).

### **SMOKING AND TOBACCO PRODUCTS**

Students enrolled in the Pawnee School District shall not have within or on his/her possession (or body, at school-sponsored events, on school property, or within the school building) tobacco or tobacco products. This includes herbal cigarettes or any other look-a-like tobacco products. This policy is explicit to include twenty-four (24) hours a day on school property and expressly relates to extra-curricular events, such as home and away contests or events, and any other school-sponsored activity with students in attendance. Failure to observe this rule may result in the following:

**1st Offense** - One (1) - Three (3) day suspension

**2nd Offense** - Five (5) day suspension

**3rd Offense** - Ten (10) day suspension and a possible recommendation to Board for expulsion.

Should the student refuse to discard or allow confiscation of the tobacco products upon authority demand, he/she will face the following:

Immediate out-of-school suspension of not less than three (3) days, and parent notified immediately.

**NOTE:** Smoking in the building and on school grounds is banned. By state law, this is in effect for twenty-four (24) hours a day.

### **SEARCH and SEIZURE**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. If a search produces evidence that the student has violated or is violating either the law or the district's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. (See board policy 7:140 for more information)

### **ACCEPTABLE USE OF TECHNOLOGY**

All users of the Pawnee C.U.S.D. #11 Technology System must comply with the District Acceptable Use Guidelines.

The "System" shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District web site, and the District on-line services. "Use" of the system shall include use of or obtaining access to the system from any computer terminal whether owned or operated by the District.

### **Computer Use Rules**

Students have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, any message sent, received, or stored on the District's electronic mail system. The District has the right to and does monitor the use of the System by students, including students' access of the Internet, as part of the System maintenance and to determine whether the use is consistent with federal and state laws and District policies and guidelines.

The District makes no warranties of any kind whether expressed or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays or service interruptions. Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

### **Technology Privileges**

Access to the System is provided as a privilege by the District and may be revoked at any time.

The System, including all information and documentation contained therein is the property of the District.

### **Prohibited Use of Technology**

The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in the District's Student Discipline Code and rules.

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting, or attacking others.

4. Damaging software, computers, computer systems, or networks.
5. Misuse of copyrighted materials.
6. Using another's password.
7. Trespassing in another's folder, work, files, or programs.
8. Loading/downloading of files/programs without permission.
9. Using the network or Internet for commercial purposes.
10. Using the network or Internet for anything other than academic reasons.

Failure to follow the rules will result in disciplinary action up to, and including termination of access to the computer network, with the possible loss of credit, and may result in further disciplinary and/or legal action. These rules are not meant to be all-inclusive for the termination of access to the computer network and are provided with the intent to be used as guidance to determine what may be considered violations to the computer policies.

#### **Security & Technology User Reporting Duties**

Security is a high priority and must be a priority for all users. Students are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in disciplinary action. It is the user's responsibility to log off so that other students may not have access to and through the user's ID and password.

A user who becomes aware of any security risk or misuse must immediately notify a teacher, administrator, or other staff member.

#### **Vandalism of computer hardware or software**

Vandalism or attempted vandalism is prohibited and will result in discipline as set forth in these Guidelines, and in potential legal action. Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses.

#### **Consequences for Violations of Technology Policies**

A student who engages in any of the prohibited acts listed above shall be subject to discipline, which may include: (1) suspension or revocation of computer privileges, (2) other discipline including suspension or

expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her privileges have been wrongfully limited may request a meeting with the Building Principal to review the limitation. The decision of the Building Principal shall be final.

(Before school begins each August, students and parents must sign the AUTHORIZATION FOR ACCESS TO DISTRICT TECHNOLOGY SYSTEM BY STUDENTS form. This form is to be signed and returned to the high school office)

#### **AGGRESSIVE BEHAVIOR**

Aggressive behavior is defined as using any form of aggression that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

#### **BULLYING**

All students have the right to an educational atmosphere that is free from verbal and/or nonverbal, physical, emotional, and social abuse. Bullying is a desire to hurt and/or control another person. Bullying is a continual hurtful action that can threaten another person's well being. Physical bullying can be taunting, pushing, threatening harm, initiating fights, tripping, extortion, biting, etc. Emotional bullying can be calling names, insulting intelligence, defacing personal property or clothing, etc. Social bullying or harassment can be initiating or spreading gossip and rumors, public teasing, group exclusion, public humiliation, etc. Bullying may also include cyber bullying and cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, self harm, or suicide.

Students are educated on the importance of preventing bullying and our staff is committed to enforcing our anti-bullying and anti-harassment policy. Parents and/or students who are aware of bullying/harassment behaviors should report concerns immediately to school staff. Parents of students who are reported to have engaged in aggressive behavior will receive a notification. Proven allegations of bullying or harassment have serious consequences, including detention, in-school suspension, and/or out-of-school suspension.

### **HAZING**

Initiation or hazing of students is prohibited by an act of the State Legislature (Chapter 720, Act 120, Section 5 of Illinois Compiled Statute) and is punishable as a Class A misdemeanor or possibly a Class 4 felony if hazing results in great bodily harm or death. "Hazing" is defined as that treatment which tends to set a student apart from his/her school mates, requires performance of an act for the purpose of induction or admission to any group, or an act which results in bodily harm.

### **GANG ACTIVITY**

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts. Engaging in gang activity will be subject to disciplinary action. (See board policy 7:190-AP2 for details)

### **SEXUAL HARASSMENT/ STUDENT TO STUDENT HARASSMENT**

Students who feel they are being harassed due to their gender should report the incident to their teacher, the counselor, or the Principal as soon as possible. Likewise, a student who is being ridiculed by another student should report the incident to the proper authorities. Students have a right to an education where they are not harassed or ridiculed.

### **CRISIS PREVENTION**

It is extremely important for students to report anyone who intends or may intend to do harm to fellow student or staff. Report any information to your teacher, the counselor, or the Principal. Students can also call the school violence tip line at

1-800-477-0024. If a crisis does occur, please follow the directions of your teacher or Principal.

### **DETENTION SYSTEM**

Two types of detentions will be issued: after-school detention and Saturday detention.

In all cases, a 24-hour notice will be given to the student and/or parents. Transportation home is the responsibility of the student and/or parents. If a problem arises concerning the serving of a detention, the student is to discuss the matter with the Building Principal prior to the scheduled detention. A detention which is skipped will be doubled.

### **SATURDAY DETENTION**

The guidelines for Saturday detentions are as follows:

1. The detention will be served in a school classroom on the date indicated. Students are to enter and exit the building through one of the main school entrances.
2. The detention period is from 8:00 a.m. until 1:00 p.m. The student shall be given a maximum of 5 hours and is to be given a break for a drink and/or restroom. Half a detention period is from 8:00 a.m. until 10:30 a.m.
3. The student will conduct himself/herself in an appropriate fashion during the entire detention. No food or drinks are allowed. Normal classroom behavior is expected. Failure to do so will result in the student being sent home and reassigned the original suspension.
4. The student is responsible for his/her transportation to and from school for the detention.
5. Students will not be admitted to the detention room after 8:00 a.m. Failure to report promptly at 8:00 shall result in further disciplinary action. Total failure to report may result in a three (3) day out-of-school suspension. (A Saturday detention that is skipped will be doubled and will be required to be served, in addition to the out of school suspension.)
6. Students will bring appropriate school related study materials with them to the detention. Students who fail to bring adequate study

materials will be sent home and further disciplinary action will be taken.

**NOTE:** Saturday detention is a disciplinary measure assigned by the administrative staff only.

### **SUSPENSION**

The Building Principal is authorized to suspend students guilty of gross disobedience or misconduct from school (and all school functions) for a period not to exceed ten (10) school days. The student and/or parents are due the following procedure protection:

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as is practicable.
3. Any suspension shall be reported immediately to the parents of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents of their right to review. Also, a copy of the notice shall be given to the School Board if a hearing is requested by the parent.
4. Upon request of the parents or guardian, a hearing shall be conducted by the School Board (or a hearing officer appointed by it) to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board, or its hearing officer, and the Board may take such action as it finds appropriate.

### **ALTERNATE EDUCATIONAL SETTING**

An alternate educational setting may be assigned during the school day when a student's conduct requires removal from the classroom. The student is able to receive credit for work completed but is not able to participate in recess, lunch with classmates, and similar privileges. In-school suspension is one example of an alternate educational setting.

### **EXPULSION**

The School Board is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the School Board. The student and/or parents or guardian shall be due the following procedural protections:

1. Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. If the charges are denied, the student shall have an opportunity for a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he/she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. The Board shall provide written notice to the parents or guardian of the time, place, and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.
3. During the expulsion hearing, the student and his/her parents or guardian may be represented by counsel, present witnesses and other evidence on his/her behalf and cross-examine adverse witnesses. The expulsion hearing shall be a bifurcated proceeding. First, the Board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.

### **TARDINESS**

All students are to be in their proper classroom when the tardy bell rings. A student who is tardy for the

first period of the day; or for seniors, the first period after lunch; is considered tardy to school and the student must sign in on the sign in/out sheet in the office. Students who are tardy the other periods of the day are counted as tardy by the classroom teacher. All tardies (regardless of the period) will be counted toward a cumulative yearly total.

Consequences for cumulative tardies:

- 1<sup>st</sup> unexcused tardy - verbal warning
- 2<sup>nd</sup> unexcused tardy - 1 detention after school
- 3<sup>rd</sup> unexcused tardy - 1 detention after school
- 4<sup>th</sup> unexcused tardy - 2 detentions after school
- 5<sup>th</sup> unexcused tardy - 3 detentions after school
- 6<sup>th</sup> unexcused tardy - 1 Saturday detention
- 7<sup>th</sup> unexcused tardy - 2 Saturday detentions
- 8<sup>th</sup> unexcused tardy and up - progressive consequence as determined by the administration which may include in-school and/or out-of-school suspensions

Detentions shall be assigned with a 24-hour notice. Failure to serve detentions shall lead to a Saturday detention and/or suspension from school.

### **LEAVING THE CAMPUS**

Students are restricted to school grounds from the time they arrive until the time school is dismissed. No student is allowed in the student parking lot during the school day without administrative approval. Students in grade 12 are permitted to leave campus for lunch. One of the first levels of discipline will be to take away this privilege, if the need exists. Students must follow the sign-out procedure for appointments, emergencies, etc., as outlined in this handbook.

### **FIELD TRIPS**

The classroom teacher will notify parents about each field trip. All students are required to ride the bus to and from the field trip unless prior approval has been given. Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments. Participation in a field trip experience is a privilege extended to those students who have demonstrated effort in attendance, completing work to maintain grades, and exhibiting proper behavior and

citizenship skills. In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the trip. If the trip involves advance purchase of tickets, the school district will be unable to refund the cost of the ticket if your child is absent or unable to participate in the trip.

### **Medications on Field Trips**

Medications are not sent on field trips unless a specific written request is made by the parent and presented to the school 24 hours prior to the field trip. The parent must send the medication to school on the morning of the field trip and the teacher will keep it in a safe and secure place while on the field trip until such time the child requires the medication. The medications will be given to the child to self-administer. The medication must be in the original bottle from the pharmacy along with a note stating your request for your child to take the medication at the given time.

### **BOOK BAGS, HAND BAGS, AND PURSES**

Book bags, hand bags, and purses are to be used to carry books and belongings to and from school. Book bags, hand bags, and purses are to be left in the student hall lockers during the school day. On a case by case basis, the Principal may approve student use of a book bag, hand bag, or purse during the school day (examples: injury, disability, or I.E.P.)

### **DRESS CODE FOR GRADES 9 - 12**

Appropriate dress is necessary to maintain a degree of discipline that will create the best possible learning atmosphere. The Illinois State Board of Education advises that student dress be restricted to "health and safety factors", and factors "that substantially and materially disrupt the educational process".

Students at Pawnee Schools should be clean, neat and "appropriate" in their school dress. Dress is one example of an outward expression of a person's self-respect.

Upon entering the building on a school day or to participate in a school activity, the rules for school attire are as follows:

1. Students shall wear safe and adequate footwear.

2. The "six inch" rule will be used to judge the length of shorts, dresses, and skirts. The length of shorts, dresses, or skirts should be no shorter than six inches above the top of the knee, when standing. If they are shorter than that mark, the clothing is in violation of the dress code. When leggings are worn, the skirt or shorts still must meet the "six inch" rule.
3. Students shall not wear unclean, ragged, or frayed clothing. Clothing may not have any holes, rips, tears, or patches.
4. Students shall not display offensive words or advertise alcoholic beverages, tobacco products, drugs or expressions of a sexual or violent nature not conducive to education on their school attire or accessories.
5. Students shall not wear attire so long that it is apt to be hazardous on stairs, i.e.: long skirts or long baggy pants, or so short that it obstructs the educational process. Pants, shorts, and skirts must be worn on the hips with the undergarments fully covered.
6. Students in grades 9-12 shall not wear: A) any tank tops; B) any halter tops; C) or any other tops that expose the chest, back, waist, or sides below the underarm areas (No body cracks should be visible.) Tanks can be worn over or under other acceptable clothing. Sleeveless shirts with a minimum 3 inch width at top of shoulder are permitted. Appropriate upper body clothing is required at all times. (eg: Shirts must be worn at all athletic practices.)
7. Hats, caps, scarves, bandanas, and sunglasses are not to be worn in school **at any time**. Headwear is only allowed on designated days. Hooded garments are only to be worn with the hood down. Coats or jackets may not be worn to class.
8. Clothing shall be worn appropriately with shorts/jeans at the hips or above and bib overalls buckled.
9. Athletic uniforms used for game play by Pawnee teams or co-op teams may not be worn as school attire without prior approval of the Principal.
10. Chains attached to wallets, keys, or chains connecting pierced body parts, as well as neck or wrist chains suitable as weapons, are not

allowed. The **only** pierced body parts allowed to be decorated with jewelry or adornments are the ears. No clear studs are allowed. No tape or bandages covering piercing(s) are allowed.

11. Any clothing deemed disruptive to the educational process by the faculty and administration shall not be worn.
12. The display of undergarments is never acceptable. Female students should wear bras at all times while at school.
13. Flannel pants, pajama pants, lounge wear, or surgical clothing shall not be worn during school.
14. Writing on body parts is not appropriate and therefore is subject to disciplinary action.

The interpretation of the dress code is left to the discretion of the faculty and administration. If any one faculty member or administrator rules that clothing is inappropriate or hazardous, then it is a dress code violation.

#### Dress Code Disciplinary Action

For each violation of the dress code a classroom detention will be issued by the teacher, with a detention report recorded in the detention log book. The teacher will notify the parents by phone. The student also must change the dress code item in violation. Shirts and sweat pants may be provided and must be worn for the remainder of the school day.

### CONDUCT IN THE CAFETERIA DURING LUNCH PERIOD

Sufficient time has been provided for everyone to obtain lunch and eat without undue haste. Those bringing lunch from home will also eat in the lunchroom.

The cafeteria will be a pleasant place for everyone if each person respects the rights of others and observes the following regulations:

1. Take your time getting there and keep your place in line. Do not block the corridor; early arrival is not allowed.
2. Eat only in the cafeteria. Food must not be taken into the corridors, into the gym, or outside of the building. If you bring your lunch from home, it must be eaten in the cafeteria. No gum, soda, candy, or food of any

kind is permitted in any classroom or hallway except for occasional special events pre-approved by the teacher and Principal.

3. Deposit paper bags, milk cartons, sandwich wrappers, straws, etc. in refuse containers.
4. Return your trays, plates, and silverware to the soiled dish counter.
5. Avoid undue noise, confusion, and movement.
6. Help to keep the dining room clean.
7. Anyone guilty of throwing food, leaving a mess on the table, smashing milk cartons, etc., will be asked to remain in the lunchroom and clean up the room, plus other disciplinary action may be taken against the student.
8. There will be no stealing or tampering with food belonging to others. Any one in violation will receive a detention. In addition, table cleanup is the student's responsibility.
9. The principal or "designated staff person" may rescind the privilege of eating in the lunchroom or may assign designated seating spots.

### **HOMEWORK COMPLETION**

The student will be allowed to make up work missed for excused absences. The teacher will designate the make-up work for which the student will be given a grade which will be averaged in for the nine-week grades. Failure to turn in completed designated work, within the designated time limit set by the teacher, will result in a "zero" for the absence(s). Homebound instruction is available via school board policy 6:150.

When a student is given an assignment prior to his/her absence, that assignment is due by the next class session. All unexcused late homework will earn a zero.

Long term assignments such as research papers, projects, or accelerated reading books are due on the deadline established by the teacher unless other arrangements are made between teacher and student. Students who earn an out-of-school suspension must turn in any homework (for up to 50% credit) the day they return to school. Homework, quizzes, and tests must be made up by the time the class meets again.

For a pre-approved absence, the student must complete any homework, quizzes, and tests by the end of the second school day after they return. In

other words, if a student returns on a Monday, all work must be completed and turned in by the end of the day on Tuesday.

### **COLLEGE/CAREER DAYS/JOB SHADOWING**

Pawnee High School juniors may request one (1) college/career day, and seniors may request two (2) college/career days. Final consideration/approval on each request will be made by the administration. The following rules must be followed in requesting college/career days:

1. Permission forms must be obtained through the guidance counselor.
2. Permissions forms, signed by both student and parent, must be submitted to the administration at least three (3) school days in advance of the proposed college/career day.
3. No college/career day for juniors or seniors will be approved after April 30<sup>th</sup> of each school year.

To be eligible to participate in college days, career days, or job shadowing, a student cannot have accrued 6 detentions or more and must not have earned an in-school suspension or out-of-school suspension. Also, a student must have less than 10 days of absence for the school year.

### **SKIP DAY**

The school does not sanction or approve of skip days at any level of the program. Any student known to be participating in any unauthorized mass absence will receive an unexcused absence and a minimum of one (1) day in-school suspension. All students absent on skip days may be asked to verify illness or reason for absence.

### **ADMISSION**

Students will be admitted to Pawnee High School under the following conditions:

1. Upon presentation of a certificate of graduation/promotion from any eight or nine year grade school of good standing or upon presentation of a certificate of transfer from a recognized high school.
2. Upon presentation of a health card signed by a physician.
3. He or she can prove residence within the district. Legal residence shall generally be

defined as residence with a parent or guardian who resides within the school district.

4. A student must attend P.H.S. as a full time student at least one semester prior to graduation. (Administrative discretion may be used in unusual situations.)
5. No students who are currently out of school due to a suspension or expulsion shall be permitted to enroll and attend classes until the student has served the entire period of the suspension or expulsion imposed by the school from which the student is transferring.
6. Admission or re-enrollment shall be denied to any individual above the age of 17 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his/her 21<sup>st</sup> birthday. (See board policy 7:50)
7. Any incoming secondary student from a non-graded, non-recognized, or non-accredited school begins high school as a freshman, regardless of age or proficiency. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.
8. Proficiency tests approved by the board of education may be administered if an incoming student seeks to be placed above 9<sup>th</sup> grade.

### **DROPPING OF SUBJECTS**

After the first two (2) class sessions of any given course, a student will not be allowed to change that course until the end of the semester. The 10:00 a.m. dismissal day does not count as a class session for this purpose. For the second semester, class changes of semester classes only, may be made during the first two (2) class sessions of the semester.

Changing a course requires the consent of the parent, teacher, and counselor and is arranged through the counselor's office.

### **DRIVER EDUCATION**

To enroll in driver education a student must be at least a freshman and must have passed eight (8) semester courses the previous two (2) semesters as required by state law.

The order of driving is determined by age (oldest to youngest). This will only change if a student is doing poorly in classroom Driver Education (D or F). Students' behavior can also effect their regularly scheduled driving time.

### **REQUIREMENTS FOR GRADUATION**

4 credits English	3½ credits Soc. Studies
½ credit Speech	½ credit Cons Ed.
½ credit Writing Comp.	1 credit Fine Arts
3 credits Math	4 credits PE
3 credits Science	½ credit Health

All 9<sup>th</sup> graders are required to complete two semesters each of English I, Math, Science, World History, Physical Education, and one semester of Health Education. It is recommended students complete one semester of Driver Ed.

All 10<sup>th</sup> graders are required to complete two semesters each of English II, Math, Science, World Geography, and Physical Education.

All 11<sup>th</sup> graders are required to complete two semesters each of English III, Math, Science, American History, and Physical Education. Juniors are required to complete one semester of Composition and one semester of Speech.

All 12<sup>th</sup> graders are required to complete two semesters of English IV and Physical Education. Seniors are required to complete one semester of Constitution and one semester of Consumer Education. Passing the United States Constitution test is required.

### **CREDIT REQUIREMENTS**

The number of total credits needed for graduation is thirty (30). Twenty and one half (20½) must be earned from the list of graduation requirements. Transfer students may have their credits evaluated and total credit requirement adjusted by the Principal so that a student who transfers late in high school may still graduate in 4 years. Classes successfully passed may not be retaken.

In order to meet these requirements, a student should pass 7½ credits of work per year. Generally, a course that meets one period every day for a year

receives one (1) credit. A class that meets every day for a semester would generate  $\frac{1}{2}$  credit.

### CLASS STANDING

Class standing will be determined once a year during the summer. Student may not "move-up" a class during the school year. Class standing will be determined as follows:

- Freshman - under 7 credits
- Sophomore - 7 to 14.5 credits
- Junior - 15 to 21.5 credits
- Senior - 22 or more

### EARLY GRADUATION

Pawnee High School does not allow a student to graduate prior to completing eight semesters of attendance.

### CLASS RANK & WEIGHTED GRADING SYSTEM

Rank in class is determined by a weighted grading system. Grades for all subjects for which whole or fractional credit is given are computed in the final class rank. Class rank and GPA for home-schooled students will be based on the 4-point scale.

**Designated 5-point classes (if offered) as approved by the Board are:**

- |                |                |
|----------------|----------------|
| CP English I   | CP Biology     |
| CP English II  | Chemistry      |
| CP English III | Physics        |
| CP English IV  | Botany/Zoology |
| CP Geometry    | Anatomy        |
| CP Algebra II  | Spanish I      |
| Pre-Calculus   | Spanish II     |
| Calculus       | Spanish III    |
|                | Spanish IV     |

### GRADES

The Board of Education has adopted a nine-week grading period for Pawnee students. In each semester there are two nine week grading periods.

The numerical pattern for letter grades for all teachers and for all courses in grades 9-12, is as follows:

- |                     |                                |
|---------------------|--------------------------------|
| <b>A = 93 - 100</b> | <b>Excellent or Superior</b>   |
| <b>B = 86 - 92</b>  | <b>Good/Above Average Work</b> |
| <b>C = 78 - 85</b>  | <b>Average</b>                 |

- |                     |                         |
|---------------------|-------------------------|
| <b>D = 70 - 77</b>  | <b>Poor but Passing</b> |
| <b>F = Below 70</b> | <b>Failure</b>          |

### HIGH SCHOOL GRADE POINT DETERMINATES

The following scale will determine GPA based on a percentage grade:

		<u>Regular 4.0</u>	<u>Weighted 5.0</u>
100%	A	4.0000	5.0000
99 %	A	3.9285	4.9285
98 %	A	3.8570	4.8570
97 %	A	3.7855	4.7855
96 %	A	3.7140	4.7140
95 %	A	3.6425	4.6425
94 %	A-	3.5710	4.5710
93 %	A-	3.5000	4.5000
92 %	B+	3.3500	4.3500
91 %	B+	3.2075	4.2075
90 %	B	3.0650	4.0650
89 %	B	2.9225	3.9225
88 %	B	2.7800	3.7800
87 %	B-	2.6375	3.6375
86 %	B-	2.5000	3.5000
85 %	C+	2.3750	3.3750
84 %	C+	2.2500	3.2500
83 %	C	2.1250	3.1250
82 %	C	2.0000	3.0000
81 %	C	1.8750	2.8750
80 %	C	1.7500	2.7500
79 %	C-	1.6250	2.6250
78 %	C-	1.5000	2.5000
77 %	D+	1.3750	2.3750
76 %	D+	1.2500	2.2500
75 %	D	1.1250	2.1250
74 %	D	1.0000	2.0000
73 %	D	0.8750	1.8750
72 %	D	0.7500	1.7500
71 %	D-	0.6250	1.6250
70 %	D-	0.5000	1.5000
69 and below		0.0000	0.0000

### HIGH SCHOOL HONOR ROLLS

There will be three (3) honor rolls:

- A. Straight "A" Honor Roll
- B. Academic Honor Roll
- C. General Honor Roll

To qualify for the **Academic Honor Roll**, a student must earn a minimum of a 3.60 grade point average.

To qualify for the **General Honor Roll**, a student must earn a minimum of a 3.20 grade point average.

One (1) "C" will be allowed on Academic Honor Roll and General Honor Roll. A "D" or "F" will omit a student from all honor rolls.

### **CAPITAL AREA CAREER CENTER**

Seniors may be allowed to take classes at the Capital Area Career Center (CACC) in Springfield. The cost for tuition and transportation is solely the responsibility of the parent and/or student. Pawnee students may attend CACC classes each day for half a day and will receive two credits each semester for successful completion of a CACC course.

All Pawnee graduation requirements still must be met. Students are not allowed to enroll at CACC if they are not on track to graduate.

### **CORRESPONDENCE (EXTENSION), EVENING, and ALTERNATIVE COURSES**

All correspondence, evening, and summer school courses must be approved by the counselor and Principal before signing up. For their high school career, a student may earn up to a total of 3 credits via correspondence courses, evening courses, and/or alternative school (above and beyond the normal 8 credits per year).

**Correspondence Courses** - Students are not to enroll in evening, summer, or correspondence courses that are the same or similar to courses offered at PHS unless they have failed that course. (Exemption: Summer Driver Ed.) All costs are the responsibility of the parent and/or student.

**Evening Courses** - Pawnee Community Unit District #11 accepts for credit, high school courses taken by District seniors through the Springfield District #186 Adult and Continuing Education Program. These "night school" courses are granted credit equivalent to credit courses offered at Pawnee High School when approved by the High School Counselor and Principal. These courses may be taken only after

having failed the course at PHS. All costs are the responsibility of the parent and/or student.

### **PRAIRIE STATE ACHIEVEMENT EXAM**

Public Act 93-857 requires students to take the Prairie State Achievement Examination (PSAE) as a condition of receiving a regular high school diploma, unless a student is exempted because:

- the student's Individualized Education Program (IEP) developed under Article 14 of the School Code identifies the PSAE as inappropriate, even with accommodations, and the student is eligible to take the Illinois Alternate Assessment (IAA) instead.
- The student is exempt due to his/her lack of English language proficiency-and the student is eligible to take the Illinois Measure of Annual Growth in English (IMAGE) instead.
- The student is enrolled in an Adult and Continuing Education program as defined in the Adult Education Act-and the student is not dually enrolled in his/her local school district.

The PSAE dates for the 2010-2011 school year are April 27-28, 2011.

### **ACADEMIC INTEGRITY**

Pawnee High School students are expected to conduct themselves in accordance with five fundamental values: honesty, trust, fairness, respect, and responsibility. Students are to act so that they are worthy of the trust bestowed on them by teachers and peers, conduct themselves honestly, and carry out their responsibilities with integrity and fairness.

To act dishonestly is inexcusable. Students who engage in academic dishonesty should expect serious consequences. At the minimum, students involved in breaches of academic integrity will receive an automatic zero as a grade for the assignment with the possibility of a lower or failing course grade. In addition, incidents of academic dishonesty may be subject to detention and/or referral to the administration for further disciplinary action. Cheating, plagiarism, and inappropriate collaboration are examples of a breach of academic integrity. The teacher will exercise professional judgment in determining breaches of academic integrity including the use of electronic plagiarism protection.

Cheating includes: copying another person's work and representing it as your own; allowing your work to be copied by someone else either by placing it in the view of another student or by making it available in any way to another student; acting contrary to the teacher's instructions regarding collaboration; seeking unfair advantage (examples of unfair advantage include reading other sources in place of the assigned work, e.g. using English version of foreign language texts), use of notes, a cheat sheet, or cards on a test, getting exam questions from an earlier test taker, programming a calculator, PDA, or cell phone for use accessing answers; verbally or in written form aiding yourself or another student on a quiz or a test with materials disallowed by a teacher; and aiding or abetting another in cheating.

Plagiarism is to make it appear in one's writing as if another's writing, concluding text, stories or narratives, thoughts, or discovered facts are one's own, or to represent the artistic creation or graphic or tabular presentation of others as one's own.

Any violation of the Computer User Agreement and/or any violation of the Accelerated Reader Honor Code will be considered an incidence of cheating and will be disciplined accordingly.

In many cases, collaboration is to be encouraged, depending on the nature of the assignment. Collaborative learning is, in general, highly consistent with Pawnee School District beliefs. Inappropriate collaboration is working with others in ways contrary to the teacher's instructions. If your teacher has instructed a student not to collaborate and the student does so, it is cheating. Unless otherwise instructed by your teachers, the conclusions you draw and work you create or the paper you write are to be a product of your own thinking, creativity, and work.

### **SEMESTER EXAMS**

Semester exams are required in all high school subject areas. Students must be present at the beginning of the scheduled exam period to receive any credit. Students will be denied admittance to the exam room and will not be allowed to take the exam if they are not present when the exam class session begins. The administration reserves the right to waive or amend this rule as circumstances warrant.

Seniors are excused from the 8th semester final exams if they meet the following criteria:

- A. 95% attendance for the year.
- B. No suspensions from school during the year.
- C. "B" or better semester average in present class
- D. Cumulative grade point average of 3.00 for all course work through 7 semesters.

Juniors are excused from the 6<sup>th</sup> semester final exams if they meet the following criteria:

- A. 97% attendance for the year.
- B. No suspensions from school during the year.
- C. "A" semester average in present class
- D. Cumulative grade point average of 3.50 for all course work through 5 semesters.

### **NATIONAL HONOR SOCIETY**

To be considered for membership in National Honor Society, the student must be a sophomore, junior, or senior and have a grade point average of 3.6 or better.

Early in the 2<sup>nd</sup> semester, the selection process for membership in National Honor Society will take place. Each scholastically eligible student will be rated by the entire high school faculty on the basis of Leadership, Service and Character.

The faculty council, a committee of 5 teachers, will then review the ratings of the entire faculty and determine new members for NHS.

All students who are scholastically eligible for NHS will be informed in person or by mail whether or not they have been selected for NHS.

### **VALEDICTORIAN, SALUTATORIAN & HIGH HONOR AWARDS**

The valedictorian and salutatorian honors may be awarded to any senior who enrolls as a full-time student for the beginning semester of his/her junior year and completes the required number of credits by the end of his/her senior year and who meets the necessary criteria academically. Consideration for salutatorian award may be given to students who move into the district their senior year. The determination for these awards will be made at the end of the eighth (8th) semester. The valedictorian award will go to the #1 ranked student by grade point

average in the senior class. The salutatorian award will go to the #2 ranked student by GPA in the senior class. Co-honors will be given only if there is an exact tie.

## **CONFERENCES**

Parents are encouraged to visit the school or request a conference with a teacher at any time. Parent-teacher conferences are planned to follow the end of the first nine weeks grading period of first semester.

## **PROGRESS REPORTS**

Grades will be posted by teachers weekly via SDS. Students will receive a mid-term progress report that will be mailed to parents. The reports are designed to show the student and parent current course status.

## **STUDENT SERVICES**

### **Guidance and Counseling Service**

The guidance department performs a variety of services with a common objective of helping the student make the maximum use of talents and opportunities.

The counselor will see each student during the school year. There are many different aspects to the guidance department's work. Listed below are some of the areas in which the counselor helps the students of Pawnee Junior High and High School:

1. College selection counseling
2. Scholarships
3. Financial aid
4. Vocational guidance
5. Aptitude and entrance testing
6. Academic counseling
7. Personal counseling
8. Referral source to other supportive agencies

Whether you are a parent or a student, please contact the guidance office if you have any questions concerning any of these areas.

### **Health Service**

Any student becoming ill throughout the day should report the illness to his/her teacher who may then refer the student to the nurse. A student with a temperature 100 degrees or over or who has vomited, must go home. Students may not return for 24 hours after fever ends. It is the parent's responsibility to

arrange transportation within an hour of being notified. The school has a responsibility to protect the health of remaining students.

Any student missing school for three consecutive days because of illness will have to show a doctor's excuse and/or release to return to class. Doctor's notes can be faxed to the school at 625-2251. It is imperative that parents notify the school throughout the school year with any changes in phone numbers for home, work, or emergency contact persons.

The school, with proper authorization from parents and physician, asks those students taking prescribed drugs to report to the nurse's office to turn over those drugs which will be dispensed by the nurse at the appropriate times.

It may be necessary to share students' medical information with school staff in order to meet their health and safety needs. Medical condition and allergy lists are given to teachers and staff on a need to know basis. If you have any objection to this, please submit your objection in writing to the school nurse.

Over-the-counter medication, diet pills, and any other pills or powders should not be brought to school and will be considered an act of misconduct.

A student will not be allowed to go home sick unless a parent comes to pick up the student or other arrangements are made.

### **Medicaid Reimbursement**

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services.

Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, Pawnee School District #11 will claim Medicaid/KidCare reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future.

### **Response to Intervention (RtI)**

RtI is a federal and state initiative intended to meet a wide range of individual student needs through

general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. The goal of RtI is to provide students with the help they need to be successful as early as possible in their school career, both academically and behaviorally.

When a child begins to have some area of concern affecting his/her school progress, the teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will meet with a team of other staff members to discuss the child's needs, consider other interventions, and outline a method to carefully monitor the child's progress. The child's progress is measured over time. If he/she makes acceptable progress the interventions may be discontinued (if sufficient progress is made) or continued (if the team feels the interventions are needed to help the student succeed). If the child continues to struggle, then more intensive interventions may be tried. Students may be taken out of non-core classes (i.e.: band, chorus, computers, art, and physical education) to receive the RtI interventions.

### VISION SCREENING

Every year vision screening is done at Pawnee School District, as mandated by IL School Code, for students, including special education, new and transfer students, and teacher referrals. The screenings begin in August and continue throughout the school year as necessary. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening at school if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and the evaluation is on file at the school.

### SELF ADMINISTRATION OF MEDICATION

On August 16, 2001, Public Act 92-0402 created in the School code a new section entitled "Self-administration of Asthma Medication." The general requirement of the law is that when certain conditions are met, a school must permit the self-

administration of medication by a pupil with asthma. These conditions are as follows:

1. The medication must pertain to the pupil's asthma and have an individual prescription label.
2. The medication must be prescribed by a physician, physician assistant, or advanced practice nurse having authority to prescribe such medication.
3. The parents or guardian must provide the school with written authorization for self-administration of the medication. Self-administration means that the pupil has the discretion as to the use of his or her medication.
4. The parents or guardian must also provide the school with a written statement from the pupil's physician stating the name and purpose of the medication, prescribed dosage, and time(s) and circumstances under which the medication is to be administered by pupil.

There are two options available for the child who needs to use an inhaler at school.

Option #1 The child will be allowed to carry his/her own inhaler and use it without supervision. To utilize this option, the Contract for Self-administration of Medication must be signed by student, parent, and physician and returned to the school to keep on file.

Option #2 The child comes to the health office where the inhaler is kept, and uses it under supervision. To utilize this option, the Authorization for Administration of Medication at School must be signed by the parent and physician and returned to the school to keep on file.

**Medication Guidelines:** See current board policy.

### HEAD LICE

According to the Illinois Department of Public Health, head lice do not transmit communicable disease. Persons from all socioeconomic levels without regard to age, race, sex, or standard of personal hygiene, can become infested with head lice. The psychological, social, and economical impact of head lice infestations can create a problem in the home, school, and community. Head lice as a social

problem far outweighs its significance as a health concern in most situations. It becomes a social concern because of the emotional reaction to its presence. The following information was obtained from the American Academy of Pediatrics, Center for Disease Control, Center for Health and Health Care in Schools, and the National Association of School Nurses.

- Head lice is not a serious medical condition, but rather a nuisance.
- Adult lice are 1-2 cm in length. Head lice crawl; they do not jump or fly and they are dependent on their host for nourishment (human blood). Lice that fall off a head are either injured or dying and incapable of causing an infestation on another person. Lice are very fragile and cannot live off of their human host for more than 24 hours. Transmission occurs by direct head to head contact. Indirect spread through contact with personal belongings (combs, hats, coats) is very unlikely due to the biology of the louse.
- Nits (eggs) are tiny white/yellowish oval shaped eggs that are attached to the hair shaft at an angle. Nits found more than 1 cm from the scalp along the hair shaft are considered non-viable. These are empty egg cases from the current infestation or a past infestation.
- Routine head checks of healthy students are not recommended. Entire classrooms should only be checked when head lice is present in 2 or more students.
- Head checks should be done on symptomatic students (i.e.: itching of the scalp).
- Exclusion from school with head lice disrupts the educational process and should not be viewed as a strategy in managing head lice. Parents have the primary responsibility for the detection and treatment of head lice and schools should work in a cooperative and collaborative manner to assist all families.

**It is the expectation of the parents/caregivers and families attending this school that:**

1. Child's hair will be checked for head lice on a weekly basis at home.
2. Upon detecting head lice at home or school, parents will use a safe and recommended treatment for head lice and inform the school

of finding head lice at home and/or treatment of such.

3. Encourage children with long hair to attend school with hair tied back.
4. Notify parents of your child's friends so they have an early opportunity to detect and treat their children if indicated.
5. Maintain a sympathetic attitude and avoid stigmatism/blaming families who are experiencing difficulty with control measures.
6. Act responsibly and respectfully when dealing with members of the school and community around head lice issues. Parents are asked to respect privacy issues and not call the school with reports of names of children other than their own who have or were known to have head lice. These reports will not be accepted by school personnel, nor will those children be checked by the school nurse for head lice under those circumstances.

**It is the expectation of the school to undertake the following:**

1. Distribute current and up-to-date information on the control of head lice to parents and staff at the beginning of the school year. Include updates throughout the year as needed.
2. Inform parents when there are 2 or more cases of head lice in the child's classroom.
3. Inspect the heads of children in a classroom that has 2 or more identified cases of head lice.
4. Once a child has been identified as having an active infestation of head lice at school, parents will be notified and given information regarding standard treatment and follow-up procedures and encouraged to contact their physician/pharmacist for further questions or information. The parent should pick the child up from school to allow the school nurse to show the parent the evidence of infestation, and at the same time, provide assurance and guidance.
5. Follow-up the day after treatment by checking the child's head to assure that proper practices were used for treatment of head lice. If it is determined that the child still has an active infestation, the parent will be contacted and asked to come to the school to pick up the child. Additional instruction

will be given to the parent on standard head lice management, treatment, and follow-up. Continued follow-up and assurance will be given to the family.

6. Provide privacy and confidentiality when dealing with head lice issues.

## **TRANSPORTATION**

The Pawnee School District will provide transportation for all students who live one and one-half miles or more from the school.

There may be days when inclement weather occurs and school will be in session. At times, emergency snow routes may be necessary. Announcements on local radio and television stations will be made to notify you of the change in bus schedules/routes. If an emergency snow route is run in the morning, it will be repeated in the afternoon.

All students are asked to observe the following safety rules to avoid any problems on the bus:

1. Do not leave books, lunches, or other articles on the bus.
2. Keep books, packages, coats and all other objects out of the aisles.
3. Help look after the safety and comfort of smaller children.
4. Be on time at the designated school bus stop.
5. Stay off the road at all times while waiting for the bus.
6. Wait until the bus comes to a complete stop before attempting to enter the bus.
7. Be careful in approaching the place where the bus stops.
8. Do not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
9. Keep hands and head inside the bus at all times after entering and until leaving the bus.
10. Assist in keeping the bus safe and sanitary at all times.
11. Remember that loud talking, laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
12. Treat bus equipment with respect.
13. Never tamper with the bus or any of its equipment.
14. Do not throw anything out of bus windows.

15. Do not leave your seat while the bus is in motion.
16. Be courteous to fellow pupils, the bus driver, the bus monitor, and the crossing guard.
17. Be absolutely quiet when approaching a railroad crossing stop.
18. In case of road emergency, remain in the bus until instructions are given by the driver.
19. At a discharge point where it is necessary to cross the highway, accompany the pupil patrol to a point at least 10 feet in front of the bus where traffic in both directions may be observed, then wait for permission from the driver before crossing. When no pupil patrol is used, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway and remain there until a signal is given by the bus driver to cross.
20. Be alert to a danger signal from the driver.
21. Do not ask the driver to stop at places other than the regular bus stops. He/she is not permitted to do this except by proper authorization from a school official.
22. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
23. On other trips, respect the wishes of the chaperone appointed by the school.
24. Eating and drinking is not allowed on the bus.

**STUDENTS CAUSING ANY DISRUPTION ON THE BUS, DISREGARDING SAFETY RULES OR NOT RESPONDING TO DISCIPLINE BY THE DRIVER WILL BE BROUGHT TO THE BUILDING PRINCIPAL FOR DISCIPLINARY ACTION. A WRITTEN REPORT WILL BE SUBMITTED.**

Appropriate disciplinary action will be administered as determined by the administration. Consequences range from a verbal warning up to and including a recommendation to the Board for expulsion for repeated or egregious behavior / actions. Students may also be suspended from school-provided transportation as is deemed necessary and appropriate.

## **USE OF MOTOR VEHICLES**

Students may drive motor vehicles to school. All student vehicles will be parked in the south parking lot. No sidewalk, building entrance, shop entrance, or bus door may be blocked. No vehicle is to be moved

during the school day, except during the noon hour by seniors, unless requested to do so by school personnel. The exit for this parking area is the south drive. Students are not allowed to drive through the school grounds during the school day due to the danger factor with so many children around. Students should not drive north on Fourth Street in front of the grade school during school dismissal times.

In the south parking lot, cars are not to be parked in the entrance or on the blacktop drive south of the school. Students must park appropriately and not block other cars or they may lose their parking privilege.

Seniors who drive off the grounds during the noon hour are urged to exercise extreme caution as many little children are walking or riding bicycles at that time in the school neighborhood. This is considered a privilege and students are expected to fully assume all the responsibility of operating a motor vehicle properly. Students are not allowed to sit or lounge in vehicles during the school day.

Local police may enforce all traffic laws on the school grounds and in the school neighborhood. Fourth Street and the streets running off of it in this area are in a school zone where speed has no place and attention and caution are absolute necessities. Obey the speed sign and drive carefully and cautiously on the south drive or anywhere on school property.

### **CARE OF SCHOOL PROPERTY**

Students are expected to take care of the school property and building. Damages inflicted willfully by students will necessitate restitution. Teachers are expected to report incidents of marking, defacing, or damaging of any school property.

Theft of school property and vandalism are crimes and are punishable by law. Parents are responsible for the cost of any vandalism or destruction of property committed by their child.

### **USE OF THE TELEPHONE / CELL PHONE**

Emergencies may arise where use of the office phone will be granted. Matters of school business may be transacted by club, class, and organization officers and representatives, if permission is granted in the

office. Organizations and classes must record all long distance calls and pay for them.

Use of **cellular telephones** is prohibited during any time in the school day that the student is in class, the hallways, the bathrooms, etc. Such items brought to school **must be turned off**, stored securely in their locker, and are the responsibility of the owner. Students may not use their phones between 8:15 a.m. and 3:15 p.m. Failure to follow this directive may result in confiscation of the cell phone for return to parent/guardian. See the misconduct section of this handbook for a list of consequences for inappropriate use of a cell phone. Use of telecommunication devices for cheating (text messages), harassment (picture phones), or any other inappropriate use will result in confiscation of the telecommunication devices and disciplinary action taken.

Students using a camera phone in an inappropriate way, in private areas (e.g.: restrooms, locker rooms), or for "sexting" may be subject to suspension for up to 10 days and possible recommendation for expulsion. Also, police may be contacted.

### **PERSONAL CONDUCT BETWEEN SEXES**

High School students shall observe commonly accepted standards of decency in their attitudes towards, and association with other students. We have one rule - **HANDS OFF**. If the hands-off policy is not followed, the consequences will follow from warnings and parent notification to detention to suspension.

### **GRADE SCHOOL BUILDING/PLAYGROUND**

High School students are not to be in the grade school building or on the playground during the school day, unless they are supervised by a member of the faculty or administration. The teachers or students in the grade school may not be contacted without prior approval of the grade school office.

The blacktop in back of the school is reserved for grade school use during the school day. High school students should not be in that area at any time. Students are not allowed to drive their cars behind the school during school time hours.

## **PHYSICAL EDUCATION CLASSES**

Physical education is required of all students. All students in physical education classes are to wear the uniform approved by the instructor. This will consist of the school PE shorts and the student-provided white or gray tee shirt. The tee shirt must be acceptable to the PE instructor. PE clothes may not be worn to classes other than PE. Classroom teachers will enforce this rule.

A PE padlock must be purchased at a fee of \$7.00. Each student will have his or her own locker that must remain locked when the student is not in PE class. The PE instructors are in charge of PE locks and locker assignments.

## **EXEMPTION FROM PHYSICAL ACTIVITY**

A student may be excused from some or all physical activities when the appropriate excuses are submitted and the Principal grants approval. Alternative activities and/or units of instruction will be provided for pupils whose condition prevents their participation in the physical education courses. (See board policy 7:260)

## **USE OF THE GYM**

During play activities only soft-soled shoes are allowed on the main playing floor in the physical education gym to avoid marking and damaging the surface. Students walking through the gym should remain on the fringe area outside the marked-off play area.

## **AFTER SCHOOL HOURS USE OF THE BUILDING**

At 4:00 p.m. each day the entire school building is closed to students. This means that the gymnasiums, auditorium, rooms, and corridors are to be clear of students at that time. The obvious exception to this will be that a student or group of students, under the direct supervision of a teacher or staff member, will be allowed in the building after 4:00 p.m. as long as they are actively pursuing the task which necessitates the use of after school time. A reasonable amount of time will be allowed after the practice, meeting, etc., for students to clear the building. A student may return to the building to retrieve study materials or other items until 4:00 p.m., at which time the doors shall be locked. Any

student returning to school must check in at the office before going elsewhere in the building.

## **BOOK RENTAL**

All textbooks may be rented from the school, or students may purchase their books if they so desire.

Students, upon receiving their books, shall write their name in the proper place inside the front cover. The student is fully responsible for that book and its care. A charge will be made when students return books that have been abused, and payment in full is required when a book is lost or severely damaged.

Pawnee does participate in the loan of secular textbooks in accordance with Public Act #79-961 of 1975. Student request forms are kept on file.

## **LOCKS AND LOCKERS**

Combination locks are sold to all students for use in P.E. class at a cost of \$7.00. That lock stays with the student until graduating from high school or moving from the district.

Hall lockers are assigned to all students for their use during the year. The locker is the property of the school and is not the personal property of the student. Lockers may be searched by the administration at any time. Lockers must be kept free of any permanent signs, decals, or materials of questionable, illegal, or dangerous nature. If, through negligence, the hall lock is lost, the student will pay \$7.00 for the replacement lock.

If students have any problems with their lockers, such as bolts coming loose or combinations that are sticky, a custodian should be contacted for help. Problems of a more serious nature should be reported to the office.

All school lock combinations must first be cleared by turning the combination two complete turns to the right (clockwise) before stopping at the first number. Then turn back to the left (counterclockwise) going by the first number one time and stopping at the 2nd number. Finally turn back right (clockwise) to the final number and the lock should open.

Sometimes lockers will not close because they are too full of debris. Students must not force doors closed with their feet because it damages the paint. If a locker is that jammed full, it needs to be cleaned out. Students are not allowed to write on the lockers.

Lunch 9 <sup>th</sup> - 12 <sup>th</sup>	\$ 10.75/week
Lunch Adult	\$ 13.25/week
Lost or damaged lunch card	\$ 5.00

### LUNCH POLICY

The system works much like a bank checking account. It is NOT a charge account. This lunch procedure involves a computer scanner much like those used at the grocery stores. Each student has his/her own card with his/her own bar code. Money will be deducted from each child's account as he/she eats school lunches. Each student's lunch balance will be available on the school website. At the end of the year, the credit balance will remain in his/her account for the next school year or refunded if the child will be leaving the district.

Persons who may qualify for free or reduced lunches due to their financial circumstances, should contact the school offices for forms. There is additional non-lunch aid for those who qualify. Standards for qualifications are set by the federal government.

### LUNCH PROCEDURE IS AS FOLLOWS:

1. Enclose a check or cash in an envelope with your child's name and the amount written on the envelope.
2. Paying monthly is preferred.
3. There are overdue limits. When their account balance is running low, students will be verbally notified as they check-out. Students in grades 9-12 are allowed to charge only 1 day, after which time they will not be allowed to eat a school breakfast/lunch. Checks returned for insufficient funds will be deducted from your child's account. Parental signature is required to allow the borrowing of money from sibling lunch accounts.
4. Payment is expected for all students. Those families eligible for free or reduced meals are responsible for paying meal costs until they complete all appropriate paperwork and approval is granted. This procedure must be done annually.
5. An accurate lunch count is important. If your student is planning to eat a school lunch but will need to arrive late to school (i.e.: Dr. appointment) and will miss morning attendance/lunch count, please phone 625-2231, extension 217 to reserve a lunch.

## 2010-2011 STUDENT FEE SCHEDULE

All school fees must be paid prior to participation in extra-curricular activities.

Registration / Book Rental \$110.00

### Course Fees:

Art	\$ 10.00
Creative Arts	\$ 10.00
Band	\$ 10.00
Chorus	\$ 10.00
Foods & Nutrition	\$ 10.00
Clothing & Textiles	project cost
Woodworking	project cost
Driver Education	\$50 + \$20 state fee

Course fees are non-refundable. If a student withdraws from school during the first semester, a refund of one-half of the book rental/registration fee will be made. If he/she withdraws the second semester, there will be no refund. If a student transfers to this school during the first semester, he/she will pay the full book rental/registration fee and if he/she transfers during the second semester, he/she pays one-half of the book rental/registration fee.

There is a non-refundable book rental fee of \$10 per book if it is determined it is educationally necessary and if textbooks are available.

### High School Athletic Fees:

Participation Fees	\$ 50.00 per sport or \$ 150.00 for 3 or more sports
--------------------	--

### Miscellaneous Fees:

Locks	\$ 7.00
Assignment Books	\$ 5.00
P.E. Shorts	\$12.00 (\$2.00 extra for 2XL & larger)

### Hot Meal Prices:

Breakfast 7 <sup>th</sup> - 12 <sup>th</sup>	\$ 6.25/week
--	--------------

6. Students are required to have lunch ID cards or they will be required to go to the end of the line.

### **INSURANCE**

Student accident insurance is provided for the students of District #11. Student accident insurance will pay 100% of any out of pocket expenses incurred by parents/guardians for medical expenses for any accidents that occur during a school sponsored activity. This is not health insurance; rather this is insurance coverage to pay any claims that may arise from an accident during school sponsored activities. Parents must request an accident form from the school office personnel at the time of the accident.

It is the responsibility of any student injured at any time within the limits set above to notify the teacher or chaperone in charge of any injury, or suspected injury, immediately.

It is the responsibility of the injured, upon return to school, to request the insurance papers. These papers must be properly filled out and signed by the parent. Failure to properly report the accident, or to complete the forms, may result in the loss of the claim by the student and/or parent.

Any injury that results from fooling around, horseplay, or a fight, is not the responsibility of the school or its insuring agent. Bills resulting from such activity are the burden of the party guilty of starting or provoking the violation of school rules.

### **PASSING TIME**

There is a three (3) minute break between classes that allows students to leave one class and get to their next class. This is sufficient time to go from any point in the school to any other point. Students are obligated to be in their seats when the tardy bell rings.

### **ASSEMBLIES**

School assemblies are held at various intervals during the year. These may include pep meetings, assemblies presented by our own students, assemblies by outside talent, and films. Special assemblies are held for the presentation of information to the student body. Disruptive behavior

has no place at these gatherings. Students may be removed for misbehavior and banned from further assemblies. Detentions and/or suspensions may also apply.

### **FUND RAISING PROJECTS**

Coaches and sponsors are given fundraising guidelines to follow at the start of each school year. All fundraising for the Pawnee School District should be approved by the Building Principals and placed on the Master Calendar located in the high school office.

No student is to attempt a fundraiser without coach/sponsor and administrative approval. All money collected should be turned in by established deadlines. Coaches/sponsors should deposit money in the school safe daily. Fundraising money should never be kept in classrooms or lockers.

### **SENIOR PICTURES**

Each member of the senior class will have his/her picture taken by the photographer meeting the criteria established by the yearbook staff in order to have a uniform appearance of seniors in the yearbook, school composite, and releases for the newspaper. Any students who do not follow this policy or fail to have pictures taken by the required time will not have their picture in the yearbook or in senior composites. The yearbook staff will provide information to juniors near the end of the school year on implementation of this policy.

### **ADVERTISEMENTS, NOTES & BULLETIN BOARD USE**

No advertisements or notices shall be read, distributed, or posted in the school, or on the school premises, without the consent of the Superintendent or Principal. All student signs, crepe paper, etc. are to be placed only on the bulletin boards, glazed tile, or metal areas. They must not be attached to ceiling tile or plastered surfaces. Students who post signs throughout the school bear the responsibility of removing them after the event is over.

### **HAZARDOUS TRANSPORTATION REIMBURSEMENTS**

Parent(s) or legal guardian(s) who must provide transportation to and from school because free transportation is not available for their children may

be eligible to receive money from the state to help offset some of the cost. More information may be obtained in the Unit office.

### **FIRE AND DISASTER PROCEDURES**

Directions are posted in each room for both fire and disaster procedures. These procedures should be followed every time the fire alarm goes off or a dangerous storm announcement is made.

**FIRE ALARM** - A continuous blast or honk from the alarm horns.

**DISASTER ALARM** - An announcement will be made over the public address system informing students of the situation and the course of action to follow.

For a fire drill, students should leave the immediate area of the building as directed by their teachers.

For emergency drills, students must be sure to stay away from openings, doors, windows, and areas where shattered glass may be flying.

### **MANDATED REPORTERS OF CHILD ABUSE & NEGLECT**

School personnel are required to report suspected maltreatment immediately when they have "reasonable cause to believe" that a child known to them in their professional or official capacity may be an abused or neglected child. This is done by calling the DCFS Hotline at 1-800-252-2873 or 1-800-25ABUSE.

### **PUBLIC NOTIFICATION OF PESTICIDE TREATMENT**

A professional pesticide control company has been contracted to treat the school on the first Tuesday of each month. The treatments will always be conducted after school hours. This serves as notice of state law 225ILCS23/10.3.

If you would like to be notified prior to any spraying on school grounds, please complete the notification form found in the unit office. We will notify those who request it at least two days prior to any application.

### **PUBLIC NOTIFICATION OF ASBESTOS MANAGEMENT**

This notice is to inform building occupants of the potential hazard and locations of asbestos-containing materials. It has been determined by the Illinois Department of Public Health and the United States Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. Materials containing asbestos have been found in the following school buildings: Pawnee Elementary School, Pawnee Junior High School, and Pawnee High School. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos-containing materials. All asbestos-containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

This information was distributed to all building occupants by: Asbestos Program Coordinator / Pawnee C.U.S.D. # 11 Superintendent, 810 Fourth Street, Pawnee, IL 62558, (217) 625-2471.

### **EXTRA-CURRICULAR ACTIVITIES: GENERAL REGULATIONS**

All classes and organizations shall be governed by the following regulations:

1. Sponsors are to be appointed by the Principal directly involved with the organization.
2. All groups are expected to pay their expenses as they are incurred. All bills will require that the treasurer fill out a payment order from the activity fund, that the order be co-signed by a faculty advisor, and presented to the secretary of the school for payment by check. The organization bears any expense of mailing and any long distance phone calls.
3. Faculty advisors will not allow deficit spending unless the spending is for a moneymaking project which in the opinion of the faculty advisor will bring a return sufficient to pay all bills.

4. Treasurers should verify their balances in the activity fund monthly.
5. Meeting dates for classes and organizations shall be established by the Principal and faculty of the school involved. These dates are filed in the Principal's office.
6. All special meetings of classes or organizations, or committees thereof, shall be requested one day in advance in the Principal's office. Approval for such meetings shall be at the discretion of the Principal.
7. Organizations must submit a list of officers and members by the end of the second week in September.
8. All activities of classes and organizations must be approved by sponsor(s) and Principal and placed on the school calendar in the school office.
9. All class and organizations shall conduct organized meetings following their Constitutions, By-Laws, and/or Robert's Rules of Order.
10. Sponsors must be in attendance at all meetings and activities.

